

## **ARTICLE 10 - VERIFICATION AND APPOINTMENT FOR CLASSIFIED POSITIONS**

### **Section 1. Method of Verification for Classified Positions**

- A. When a Director requests a vacancy to be filled, requests shall be made on a form provided by the Human Resources Director.
- B. The Human Resources Department, except as otherwise provided in these Articles, shall deliver to the Director all information pertaining to the applicants for the vacant position. Once the Director determines which applicants are to be considered for the interview, the Human Resources Director shall review all information and verify the eligibility of the applicants.
- C. The acceptance or declination of appointment by an eligible applicant to a position of temporary employment shall not affect eligibility for a position of regular employment, nor shall it affect the register standing for any position for which the person has been found qualified.
- D. The Human Resources Director may verify eligible applicants for a lower or lateral class from an original employment list if no register for the lower or lateral class exists, or it is determined that the evaluated qualifications of the remaining eligible applicants on the list do not meet the needs of the City. An eligible applicant on an original employment list, who accepts a position under this paragraph, will remain on the original register for the positions for which original eligibility was established unless removed in accordance with this Article.

### **Section 2. Selection Interviews**

- A. When eligible applicants are verified to be able to fill a position in the classified service, said eligible applicants shall report for an interview when requested. The Director(s) shall coordinate the notification of verified eligible applicants of the time, date, and location of the interview.
- B. Directors shall designate who is to conduct interviews. The Human Resources Director shall establish procedures for interviews to aid or assist the interview process, and shall train designated persons to participate in the interviews.

### **Section 3. Selection and Appointment from Verified Eligible Applicants**

- A. After interviews and any necessary background investigations, the Director shall make a selection from among those eligible applicants, notify the person who has been selected, and shall notify the Human Resources Director of the person selected on a form provided by the Human Resources Department.

- B. The Human Resources Director or designee shall contact the selected candidate to establish the hire date, and arrange for all necessary enrollment procedures.

#### **Section 4. Medical Examinations**

Appointments to the City service may be contingent upon a satisfactory medical examination prior to commencement of duties. When given, such examinations shall be by a physician selected by the City. The City shall pay for such medical examination. The cost of any additional tests, analyses, or examinations elected by the candidate shall be paid by the candidate.

#### **Section 5. Drug and Alcohol Testing**

The City Administrator may establish Administrative Rules to conduct drug and alcohol testing to determine applicant's job eligibility following a conditional offer of employment. For information regarding drug and alcohol testing and procedures, please refer to the Substance Abuse Policy, authorized by Article 19 of this Manual.

#### **Section 6. Notification of Eligible Applicants Not Selected**

Eligible applicants who have been interviewed and are not selected for employment, shall be given notice to that effect by the Director.

#### **Section 7. Orientation Meeting**

All newly hired employees will be required to attend an orientation meeting to complete forms and review required information concerning City employment. This shall include viewing videos and reviewing literature related to driver's orientation and safety, harassment (all types), and drug and alcohol abuse. A form signed by the employee that certifies attendance at this meeting will become a part of the employee's permanent personnel file and the City's insurance company will be notified.